

MTR E-Tendering System

Create snapshot Guide (For existing IE 6 and IE 7 User only)

(Effective 19 August 2013)

For security purpose, your file attachments would be encrypted into a single snapshot file before actual submission. Through this encryption process, a snapshot file (pulling all your selected file attachments) would be created in your local computer at C: drive as default path. You may suggest another valid directory path and filename for saving the snapshot file in case you do not want to create the snapshot file in C: drive or C:drive is prohibited to write file, but please note that the file extension .offer could not be changed.

Note: The encrypted snapshot file would not be created for the following conditions:

1. Enter a directory path which does not exist.
2. Enter a filename that has been already created.

For standardization purpose, the snapshot file creation process will be changed as follows. You are required to note and take following steps for creating snapshot file after the system upgrade :

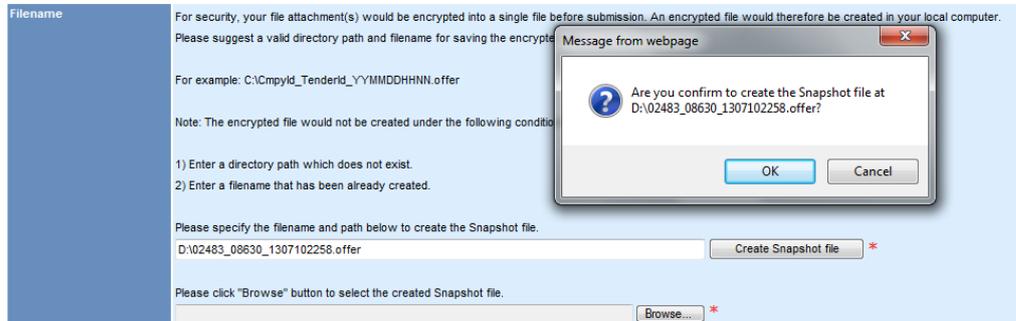
Step 1

Based on your previous input, the System will pack all your selected documents and generate a snapshot file with name of c:\xxxxxx.offer (see below sample file name) in your computer hard disk, please click the "Create Snapshot file" button to start creation of the snapshot file

Filename
<p>For security, your file attachment(s) would be encrypted into a single file before submission. An encrypted file would therefore be created in your local computer. Please suggest a valid directory path and filename for saving the encrypted file.</p> <p>For example: C:\Cmpyd_Tenderid_YYMMDDHNN.offer</p> <p>Note: The encrypted file would not be created under the following conditions:</p> <ol style="list-style-type: none">1) Enter a directory path which does not exist.2) Enter a filename that has been already created. <p>Please specify the filename and path below to create the Snapshot file.</p> <p>D:\02483_08630_1307102258.offer <input type="button" value="Create Snapshot file"/> *</p> <p>Please click "Browse" button to select the created Snapshot file.</p> <p><input type="button" value="Browse..."/> *</p>

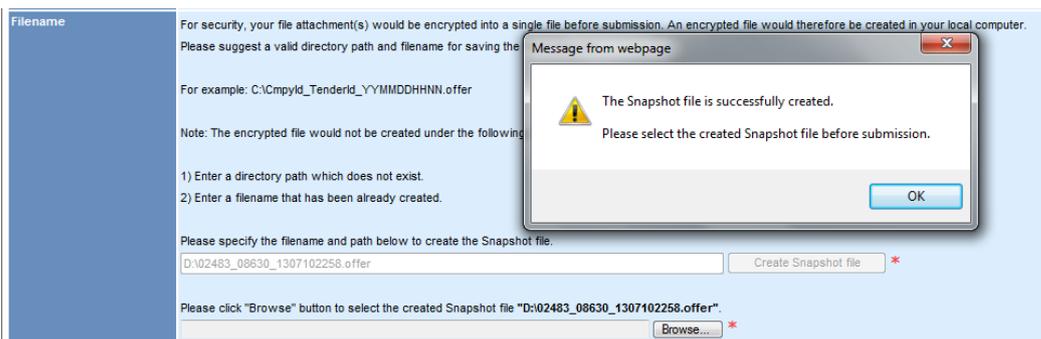
Step 2

Click "OK" button to confirm creating the snapshot file in your computer hard disk.



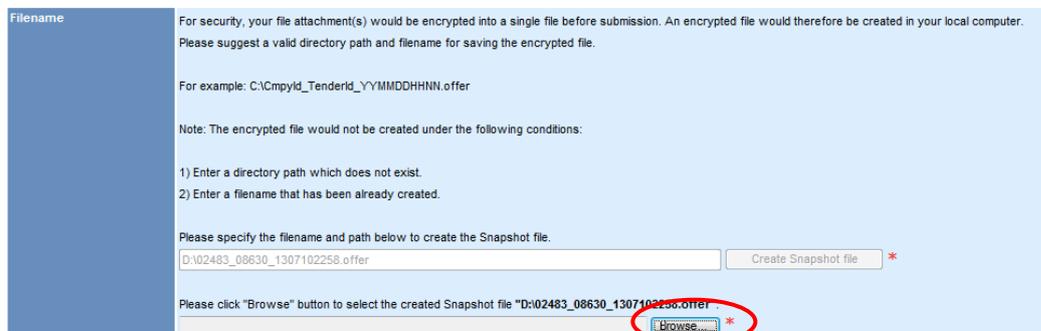
Step 3

When the snapshot file is created successfully, the following display message will appear on screen for your information and further action. Click "OK" to proceed.

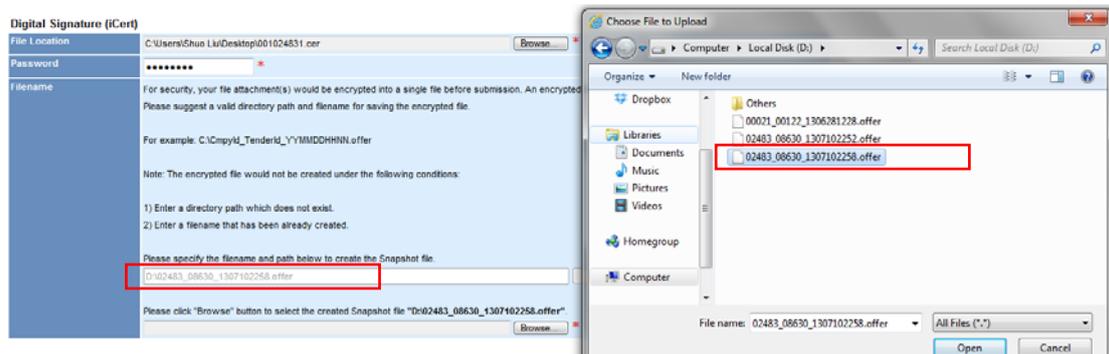


Step 4

After you are notified that the snapshot file is created, you should click the "Browse..." button to select the snapshot file which you have just created and stored in the computer hard disk folder, for submission purpose



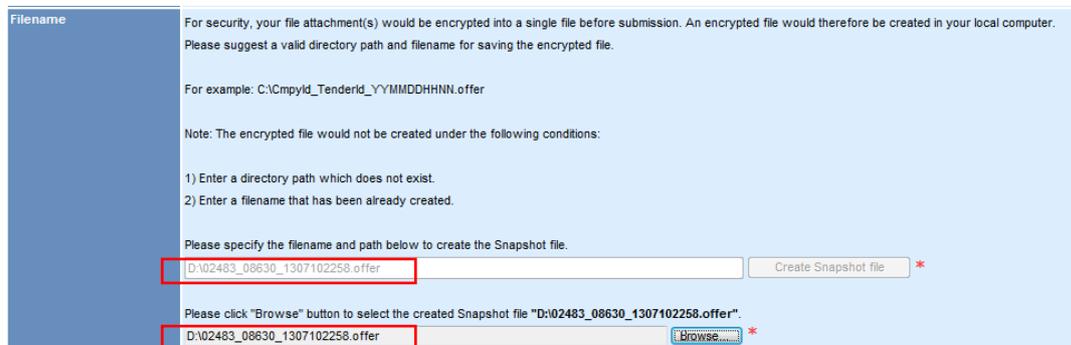
Please select the snapshot file with the same name you just created .



Click "Open" to proceed

Step 5

After click "Open", the page will be shown like below:



You should have finished the "create snapshot file" process after the above steps, then you can continue the remaining submission action following the existing process flow.

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